



# MASTER FILM PERMIT MANUAL 2009



*City of Seattle*  
Gregory J. Nickels, Mayor

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Updated September 21, 2009

# SEATTLE FILM OFFICE

## ONE CALL TO THE SEATTLE FILM OFFICE WILL PUT YOU IN BUSINESS

While filming (feature films, commercials, documentaries, student projects, television programming, music videos or public service announcements) in Seattle, many activities will require a Master Film Permit for the use of city streets, sidewalks, and public parking.

To welcome the film industry to our wonderful city, we offer some incentives:

- Fee of \$25 per day for Master City Film Permits
- Use of City property, including Seattle parks and facilities, and Seattle Center grounds, as part of the film permit fee
- Parking passes for location scouts
- Increased availability of large, dedicated studio space at Sand Point, a former naval airbase
- Support for low-impact, independent, feature film productions
  - Permit fee of \$25 per project up to 14 days (with some restrictions)
  - Limited police assistance during filming
- Streamlined permit process and costs

Please call the Film Office as soon you determine you will be working in Seattle. The more lead time given, the better we can serve you. **We will need your completed permit application no later than 4 days before your first day of work.**

### **YOU WILL NEED A PERMIT IF:**

- Traffic will be interrupted on City streets.
- Pedestrian traffic on sidewalks will be interrupted.
- A tripod or dolly is used on sidewalks or streets.
- Wires or cables run across or over sidewalks.
- A generator is used on a sidewalk or street.
- Filming takes place on public property.
- Public parking will be impacted

### **SEATTLE FILM OFFICE CONTACTS**

JAMES KEBLAS, DIRECTOR	(206) 684-5030 / james.keblas@seattle.gov
CHRIS SWENSON, FILM PROGRAM COORDINATOR	(206) 733-9245 / chris.swenson@seattle.gov
FAX	(206) 684-0379
WEB SITE	<a href="http://www.seattle.gov/filmandmusic">http://www.seattle.gov/filmandmusic</a>
MAILING ADDRESS	700 Fifth Ave, Suite 5752, P.O. Box 94708, Seattle, WA 98124-4708
STREET ADDRESS (deliveries)	700 Fifth Ave, Suite 5752, Seattle, WA 98104- 5072

### **CITY DEPARTMENT LIAISONS**

MIKE SHEA, TRANSPORTATION DEPT.	(206) 684-5098	FAX (206) 470-6964
CAROLEE COLLINS, POLICE DEPT. FILM UNIT	(206) 684-5090	FAX (206) 615-1990
JEFF HODGES/CALLIE BERRY, PARKS DEPT.	(206) 684-4080	FAX (206) 684-4853

# CITY REQUIREMENTS FOR FILMING

## INSURANCE COVERAGE

**In order to obtain a City permit, you must provide proof of liability insurance including the following coverage and language:**

- The City of Seattle shall be named as an "Additional Insured" under policy with respect to permits issued by the City. **The address is City of Seattle, P.O. Box 94708, Seattle, WA 98124-4708.**

"ACORD" insurance forms must have cancellation terms changed to read: "Should any of the above described policies be canceled or reduced as to coverage before the expiration date thereof, the issuing company will mail 20 days written notice to the named certificate holder/City of Seattle as an additional insured (bottom right hand corner)."

Insurance coverage needed\*:

- General Liability: \$1 million Bodily Injury and Property Damage combined.
- Automobile Liability: \$1 million Bodily Injury and Property Damage combined.
- Use of explosives: \$2 million Bodily Injury and Property Damage combined.

The City of Seattle shall be given 20 days notice of any change, cancellation, expiration or renewal of the policy. Only one certificate of insurance is required by the City for your filming operation, it will cover all City Departments. Please notify us at 206-684-8504.

You may keep your insurance coverage on file for one year, for any future projects.

\*We do not require proof of insurance coverage *if* you meet ALL of the following criteria:

- You are a low budget production (\$10,000 or less)
- Up to 5 people including cast & crew.
- 1 camera only, handheld or w/tripod.
- No light set-up, no generators, no wires or cables.
- No traffic or pedestrian control.

(This exception applies to outdoor filming only. It does not include City owned buildings.)

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## **\$500 / \$1000 DAMAGE DEPOSIT**

The purpose of the refundable deposit is to cover damage you may do to City facilities - fire hydrants, signals, broken sidewalks, parking strips or lawns, etc. **Upon completion of your project, call the Film Office to request that your deposit be returned.** The Film Program Coordinator will inspect the film site(s) and check the status of any outstanding bills. Productions shall be responsible for restoration of the public places used under the master film permit. Please notify us at 206-733-9245.

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## COMMUNITY NOTIFICATION

The City is happy to have you filming in Seattle and we want our residents to feel the same way. Most of the complaints we receive, especially the ones that go to the Mayor's Office and City Council, transpire because residents feel they have not been given adequate notice, or the notice did not accurately reflect what happened. ***Please follow the procedures outlined below when notifying residents and businesses in the area of filming activity.***

- All adjacent properties shall be notified a **minimum** of 3 days prior to filming.
- Distribute notification in an area not less than one block in all directions from the area where you will be filming.
- A sample notification form is provided on page 12. If you prefer to make your own, be sure it contains all the information that is supplied on the sample form.
- Call the Neighborhood Service Center coordinator in the area where you will be filming. They can be very helpful if you need information about an area. (See map with addresses and telephone numbers on page 18.)
- **Failure to properly notify residents or to make reasonable accommodations to mitigate your impact on a neighborhood or business district may result in cancellation of your permit.**

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## PUBLIC BENEFIT

The City of Seattle is not allowed by the Washington State Constitution to gift public funds. The Film Office needs to account for the use of City streets and buildings during filming now that the use is included in the film permit at no additional charge. Below are some examples of ways that production companies can benefit the public:

- **Educational Opportunities on set.**
- **Donations to Foundations that benefit the city:** Woodland Park Zoo Society, Seattle Animal Shelter, Seattle Public Library Foundation, Seattle Center Foundation
- **Donations to the City:** Photographs of City property for marketing purposes, photos for Film Office website, donations of plants to Parks Department, upgrades to City-owned property used during filming, donations to the Mayor's Office for Seniors

## CITY OF SEATTLE MASTER FILM PERMIT FEES

### Most Productions:

- **\$25 per day of filming**
- **\$500 refundable deposit for:**
  - Small local feature
  - Independent Feature
  - Short or Documentary
  - Commercial Photography  
(ex. - still print ads, catalog shoots, etc.)
  - Small Video Productions
- **\$1,000 refundable deposit for:**
  - Mid-Sized or Major Studio Feature Films
  - Local or National Commercials
  - Made for TV Movies or Series
  - Music Videos

### Low-Impact, Independent Feature/Short Film Productions:

- No exclusive use of streets by production vehicles or crew
  - No generator
  - 10 or less crew members
  - No special effects
  - No closure of pedestrian areas
  - No filming of moving picture vehicles
  - Other restrictions may apply
- **\$25 per production for the first 14 filming days**
  - **After 14 days, the fee is \$25 per day**
  - **\$500 Refundable Deposit**

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### THE PERMIT FEES INCLUDE:

- The use of City property, including parks, Seattle Center exterior spaces, and other City facilities.
- Street Use Permits
- A limited number of parking meters and hoods necessary for production vehicles and/or filming depending on size of production
- Location Scout Parking Passes
- Water Hydrant Permits
- Pyrotechnics (Fireworks Use) or Class C Special Effects Permits
- Noise Variance Permits (Minimum of 10 days advance notice required.)
- All City of Seattle costs associated with issuing and overseeing the Master Film Permit and its components

# FILMING IN SEATTLE

## ADVANCE NOTICE

Most permits can be issued very quickly. Film permits that involve coordination with several different agencies or jurisdictions take time. Your filming needs may vary from the very simple to the very complex. **We need 4 - 7 days notice of your intent to film in Seattle to begin the process.** The more complex the project, the more lead time necessary.

## MASTER FILM PERMIT

Before your initial meeting and/or conversation with the Program Coordinator, go to our website, [www.seattle.gov/filmandmusic](http://www.seattle.gov/filmandmusic), and find the *Master Film Permit Application*. This form, after approval, will become your Film Permit. A copy of the Film Permit must be kept at the film site at all times. Another copy must be given to the lead police officer upon arrival at the site.

## SEASONAL RESTRICTIONS

There will be no filming allowed in the downtown area during the 4<sup>th</sup> of July weekend, the last weekend of July (Saturday and Sunday), and the first weekend in August (Friday, Saturday and Sunday) due to regularly scheduled multiple special events occurring throughout this area, including Pioneer Square. Police officers are not available on these dates in any area of Seattle.

## PARKING METERS / PAY STATIONS

If needed, parking meters & pay station spaces are available for \$15.00/day/meter or space. The exact charges will be based on the size of your production as well as other considerations.

All parking meters/spaces must be hooded 24 hours in advance. Submit the list of meter numbers at each location, as part of the permit application. Meter numbers can be found on the parking meter 'head'. Pay station spaces have round metal plates in the sidewalks with meter numbers on them.

The decision to hood meters or use barricades will be made by the City and Production Company during permit discussions. **Restricted public parking is for production vehicles only - NOT FOR CREW VEHICLES.**

*NOTE: THERE WILL BE A \$250 FEE FOR ANY LOST OR DAMAGED HOOD*

## BARRICADING STREETS WITH NO METERS

- The production company is responsible for setting up barricades to prevent parking.
- Barricades must be in place **72 hours in advance**, with time and date of parking restrictions written clearly on the barricade.
- It is your responsibility to check that the barricades are in the right place and are marked properly. Once signs are erected, production company is responsible for verifying them by using the online form at <http://www.seattle.gov/transportation/parking/tempnoparking.htm>. **PLEASE COMPLETE THE ON-LINE VERIFICATION PROCESS AT 72 HOURS PRIOR TO THE TEMPORARY NEW PARKING ZONE TAKING EFFECT.** SPD will not enforce Temporary No Parking Zones without proper verification. As part of the new on-line process, you will be asked to print two copies of the Public Notice and affix them to two signs per block.
- **Barricades should be taken down when all vehicles arrive.** However, if vehicles will be coming and going, the barricades should remain in place.
- **Do not park crew cars in barricaded areas.** Barricaded areas and hooded meters are for essential working vehicles only.

**Signs must be verified 72 hours in advance before any enforcement action may be taken.**

If vehicles are found inside the barricaded area, call 9-1-1 for police to issue a citation. It is illegal to tow a vehicle from a public street unless a citation has been issued. The production company will be held responsible if cars are towed illegally.

**NOTE: BARRICADE PICKUP AND DELIVERY WILL BE DONE BY THE BARRICADE COMPANIES. THE PRODUCTION COMPANY IS RESPONSIBLE FOR FOLDING AND TAKING BARRICADES OUT OF THE STREET SO REGULAR PARKING MAY RESUME AT THE END OF FILMING.**



## OBTAINING BARRICADES AND RATES

The film production company may contract with any company for barricades. There are two suggested companies:

National (206) 523-4045 or <http://www.barricade.com/>  
Aabco (206) 363-6212 or <http://www.aabcosign.com/>

Note: Rates are subject to change.

Sample rate: .40/barricade/day with a 6-day minimum fee or \$45/day, whichever is greater.

Examples: 15 barricades for 6 days (15 x .40) = \$6.00/day x 6 days = \$36.00  
5 barricades for 1 day (5 x .40) = \$2.00/day ( x 6 day minimum = \$12.00)  
\*The charge for both would be the minimum \$45/day

## VEHICLE PARKING

### Free Parking Passes for Scouting Locations

The Film Office will give location scouts a parking pass that allows them to park at meters/spaces without paying for a specified period before the first day of filming.

### Truck parking permit:

The truck parking permit is part of your Master Film Permit. You will receive a parking pass to put in each production vehicle which allows parking at a specific meter or barricaded location.

### Carpool restricted areas:

Filming on streets with carpool restrictions is allowed after 6 pm on weekdays and anytime on weekends. Carpool spaces are in effect Monday through Friday, including Holidays. **Please contact the Film Office if you wish to reserve parking spaces designated as 'Carpool' spaces.**

**If your project requires the use of parking spaces normally reserved for carpools, you must do the following:**

1. Contact the Transportation Department Liaison, Mike Shea, at 206.684.5098.
2. Provide the same number of spaces at a nearby location.
  - The alternative spaces must be located very close to those you are taking.
  - The alternative spaces may be located on the street or in a private parking facility.
  - The alternative spaces must be well-signed as reserved for carpools.
3. Notify the carpools who normally would park in the location you wish to use at least 24 hours in advance so that they can plan to park at the alternative location that you have reserved for them.
4. Provide carpools with clear directions; i.e., **signage**, to and instructions for using alternative parking.

### Crew Parking:

The number of vehicles at a filming site should be limited to a minimum number needed to film successfully. This will minimize congestion and negative impacts on both businesses and neighborhoods. Production companies should look for pay, school, or church parking lots nearby. **Staff and crew cars will not be permitted to park at barricades in residential areas or at hooded meters.**

### Peak Hour restrictions:

- No traffic control will be allowed on arterial streets during peak hours.
- Peak hours are in effect downtown from 6 - 9 am and from 3 - 6 pm weekdays. On all other arterial streets the restrictions are from 7 - 9 am and 4 - 6 pm on weekdays.
- There are no weekend peak hour restrictions.
- **King County Metro must be notified any time traffic will be controlled on an arterial.**

## **DETOURS AND MAJOR TRAFFIC REVISIONS**

When it is necessary to block a street in an area of heavy traffic **a traffic control plan is required.** Traffic control plans describe where detours will be placed and the alternative routes that traffic will use. Seattle Department of Transportation (SDOT) and Police Department personnel will design the traffic control plan after reviewing your permit application.

**NOTE: IN LOCATIONS OF HEAVY TRAFFIC CONGESTION, IT IS OFTEN POSSIBLE TO SIMPLIFY THE PROCESS BY FILMING EARLY SATURDAY AND SUNDAY MORNINGS WHEN THERE IS LESS TRAFFIC.**

## **NOISE ORDINANCE / HOURS OF FILMING**

**Filming in residential areas is prohibited between the hours of 10 pm and 7am weekdays and 10pm and 9am weekends.** This applies to the arrival and departure of cast, crew and equipment as well as actual filming. In some instances, if advance written approval is obtained from the majority (80%) of the residents affected, the Film Office may grant an extension. **See attached Extended Hour Form on page 21.** If an extension is granted, a noise variance is required. The cost of the variance is included in the permit fee and requires **10 days advance notice.**

# SEATTLE POLICE DEPARTMENT

Uniformed police officers, working voluntarily on an off-duty basis, under the supervision of a lead officer, will be hired to monitor and assist film production companies while filming in public areas in Seattle. The lead officer is a Seattle Police officer staffed by the Special Deployment Unit. Film companies are required to have police services if film production requires traffic control and revisions, weapons (replicas or real) and safety hazards or unusual circumstances which could create alarm to the citizens of the City. Exceptions will be determined by the Seattle Police Department's Special Deployment Unit. The Officers' responsibility is to maintain a police presence and protect the City's and citizen's interests.

## POLICE OFFICERS FOR TRAFFIC CONTROL

**If you plan to control pedestrian or street traffic, a police officer or certified flagger must be on site.** Certified flaggers can only be used under certain conditions after discussion with the Film Office. The Police Special Deployment Unit will assist you in obtaining off-duty Seattle Police Officers: (206) 684-5090 fax (206) 615-1990.

## DETERMINING POLICE STAFFING LEVELS

There are four criteria used in determining police staffing levels. They are:

- 1) Safety issues (closure of a road for a high-speed chase, explosions, traffic re-routes, weapons, stunts, etc.)
- 2) Intermittent traffic control (ITC) needs
- 3) Seattle Department of Transportation (SDOT) requirements.
- 4) Production Company requests.

### **If a safety issue exists:**

The Police Department will determine the number of officers and/or supervisors. An activity or location will not be permitted without the number of officers required to conduct the event safely.

### **If no safety issue exists:**

- The Police Department will assist you in determining the number of personnel (off-duty officers) needed.
- When off-duty officers are used, they still maintain their full police authority, with the obligation to enforce all City and State laws.
- In some cases, you may use private security personnel or production assistants. In these cases, the Police Department will not ensure that the site can be secured and will not supervise or be responsible for safety or security. If you hire non-police personnel you do so at your own risk.

## CONTROLLING POLICE COSTS

- Officers are paid from the time they are told to report until the time they are dismissed.
- Do not have officers report before you need them or stagger reporting times.
- The lead officer is the main contact at each shoot. The lead officer will need one specific person who speaks for the production company. **The lead officer needs a copy of the permit upon arrival.**
- Provide as much notice as possible for requests and location needs.
- Advise your lead officer of cancellations as soon as possible to avoid paying minimum show-up charges. Cancellations without 24 hours advance notice may result in a 4 hour minimum charge.

## SEATTLE POLICE CONTACTS

After contacting the Film Office and completing the Film Permit Application, contact the Special Deployment Unit. The Special Deployment Unit will determine the support needed for each location.

**Officer Carolee Collins  
Special Deployment Unit  
Seattle Police Department  
PHONE (206) 684-8061, FAX (206) 615-1990  
Main office (206) 684-5090**

## **PAYMENT PROCEDURES AND RENTAL FEES (SUBJECT TO CHANGE)**

### **OFF-DUTY FEES**

- All off-duty Police Officers will be hired by the Special Deployment Unit. The production company will be invoiced by the City of Seattle Police Department. Off-Duty Officer rates range from \$60 - \$70 per hour, with a 4 hour minimum.
- Officers are responsible for security and safety at the location site and are paid whether they are on duty on or on a meal break.
- Officer Reassignment When Schedule Changes: Filming schedules must sometimes be changed after an officer has been assigned for work. In this event, call the Special Deployment Unit at 206-684-5090. If efforts to contact officers are not successful, they must be paid the minimum of four hours.

### **POLICE VEHICLE RENTAL RATES (SUBJECT TO CHANGE)**

- Note: In order to use a Seattle Police Department vehicle in any type of film project please submit to the Film Office - in addition to your permit application - a request in writing, including a clear description of how the vehicle will be used in the shot.
- If your request for the vehicle includes the use of the Seattle Police Department logo, a script must be included as well.
- We must receive this request at least 7 working days before filming.
- Rental fees for Seattle Police Department equipment will be charged on a daily basis. The production company will be billed by the Seattle Police Department's Fiscal and Property Management Division upon completion of the project or use of the equipment.

Motorcycle	\$7.50/hour
Traffic Car	\$7.00/hour
Patrol Car (marked)	\$9.50/hour
Patrol Car (unmarked)	\$7.00/hour
Van (marked)	\$7.00/hour
Boat	\$104.50/hour
Horse	\$12.00/hour
Scooters	\$7.00/hour
Bus / Large Vehicles	\$15.00/hour

***\*Rates are subject to change.***

**NOTE: ALL VEHICLES WILL BE RETURNED TO THEIR RESPECTIVE PRECINCTS AT THE END OF EACH DAY'S PRODUCTION SCHEDULE. CITY EQUIPMENT CAN ONLY BE OPERATED BY POLICE OFFICERS.**

### **FILMING OF OFFICERS AND EQUIPMENT**

Seattle Police officers, vehicles, uniforms, insignia and equipment will not be made available for use **on film** by film companies without written express consent of the Chief of Police. For approval contact the Officer Carolee Collins at 206.684.8061.

## SEATTLE WATER DEPARTMENT

### WATER HYDRANT PERMIT CONTACT

Seattle Film Office

206-684-0903

Water Services

206-233-2633

Seattle Municipal Tower After Hours - Operations

206-386-1800

700 – 5th Avenue, 31st Floor

Seattle, WA 98104

### PROCEDURE

- Hydrant permits are issued, as needed, as part of the Master Film Permit.
- All water holding vehicles must have prior inspection by the Water Quality Division.

### EQUIPMENT

- Permit holders may provide their own valves approved by Seattle Water Department. However, the Seattle Water Department has valves available for permit users at an additional fee.
- The Water Department will provide a properly sized valve, instructions on the proper use of the hydrant, valve and equipment to all persons who will be using the hydrant, and stipulate what hydrants may be used. Use of Seattle Water Department valves and equipment requires 7-day minimum advance notice.
- The production company must provide hose equipment.

**NOTE: THE WATER TRUCK YOU ARE RENTING MAY ALREADY HAVE A HYDRANT PERMIT. CHECK WITH THE VENDOR BEFORE CONTACTING THE WATER DEPARTMENT.**

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## SEATTLE FIRE DEPARTMENT

### SEATTLE FIRE DEPARTMENT CONTACT

Lt. Janet Beal, Special Events

(206) 386-4521

### SPECIAL EFFECTS

Use of open flame, special effects and fireworks will require a permit.

### FUEL AND REFUELING PROCEDURES

Vehicles used for refueling must be inspected. You may want to consider arranging for refueling to be done by an approved fuel supplier. For more information about refueling requirements call Lieutenant Beal at (206) 386-4521.

# DEPARTMENT OF PARKS AND RECREATION

## PARKS DEPARTMENT CONTACT

Jeff Hodges / Callie Berry  
(206) 684-4080  
South Lake Union Facility  
860 Terry Ave N, Mailbox 9  
Seattle, WA 98109

## ADVANCE NOTICE

- User should call the Film Office as far in advance as possible. The Film Office will coordinate with the Parks Department to schedule your shoot, you do not need to contact the Parks Department separately.
- Depending upon the extent of activities and time of year, formal approval and issuance of the permit may take from two days to two weeks. Please plan accordingly. Proof of liability insurance will be required prior to issuance of the final permit.

## FEES

Use of the buildings and property is included in the Master Film Permit fees; however, it does not include charges for utilities, water hook-up or staff costs.

Electricity or water hook-up (if necessary)  
\$55.00 plus staff costs

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## SAND POINT

Contact: Isabel Hamilton – 206-684-4218  
isabel.hamilton@seattle.gov

**Buildings owned and controlled by Seattle Parks where filming is possible if schedule allows.**  
**We recommend productions check well in advance about availability:**

### Building 11

South end only - office spaces. Has power, restroom, water.

### Building 30

The hanger is available when not in use by special events. The west wing of building is available anytime. East Wing is not available. Hanger space approximately 24,000 square feet of open space with 25 Ft. ceilings, power throughout building; no restrooms/sewage/water in west wing; potentially may be closed for renovations.

### **Parks buildings not available for filming:**

**406** (The Brig/Activity Center)

**138** (Gatehouse; NW Crafts Alliance, Cascade Bicycle, NW Classics Alliance, WA Solar Assoc.)

**Building 18** (old fire station) Approximately 8,000 s.f. Currently under restoration and unusable.

**Building 27** Hanger space - 89,000 square feet; has massive power, some water/sewage/restrooms. 60 Ft. ceilings. Adjacent parking lots may be heavily scheduled with noise-related activity.

**47** (The Community Center)

**Building 30 East wing** (Seattle Parks, Promotion Events, Bats Northwest, Native Plant Society, Earth Corps, etc.)

**Hanger 2** (Arena Sports/Crossfit North/Conservation Corps)

### **Sand Point buildings and areas not controlled by Seattle Parks Department:**

#### **Building 9** (Barracks Building; owned by UW)

Contact info for filming on/in/around Building 9 and other building owned by UW: day to day UW property management contact is Gary Eng (206) 616-3415. Gary may refer you to Harry Hayward at (206) 685-2647 at the University of Washington.

#### **All housing on base** (Everything on 62nd Ave NE except Community Center)

Contact the head of Transitional Housing Bob Rensch at (206) 517-5499

#### **62<sup>nd</sup> Ave NE** (63<sup>rd</sup> Ave NE and 74<sup>th</sup> NE)

These streets are officially designated as Public streets and are therefore not under Parks jurisdiction. In order to use these streets contact the Seattle Film Office (contact information on Page 3).

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## **PIKE PLACE MARKET**

For guidelines for filming at the Market, please contact the Market film liaison and logistics contact, Erin Struck at 206-774-5278 or [erin@pikeplacemarket.org](mailto:erin@pikeplacemarket.org).

### **MARKET FEE STRUCTURE:**

- Filming costs vary based on the size, scope and impact of the production.
- Rates and fees range from \$200 to \$2000 per day and are subject to change.
- Rates and fees are highest during the busy summer months.
- Advance notice is strongly advised. Requests made at the last minute may be denied.
- Film projects must complement the mission of the Market.

**NOTE: PIKE PLACE MARKET IS A PUBLIC DEVELOPMENT AUTHORITY,  
NOT UNDER THE JURISDICTION OF THE CITY OF SEATTLE.**

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## **PIONEER SQUARE**

The Pioneer Square Neighborhood has its own special and unique qualities. It is a National Historic District as well as home to two sports stadiums. Some restrictions are in effect:

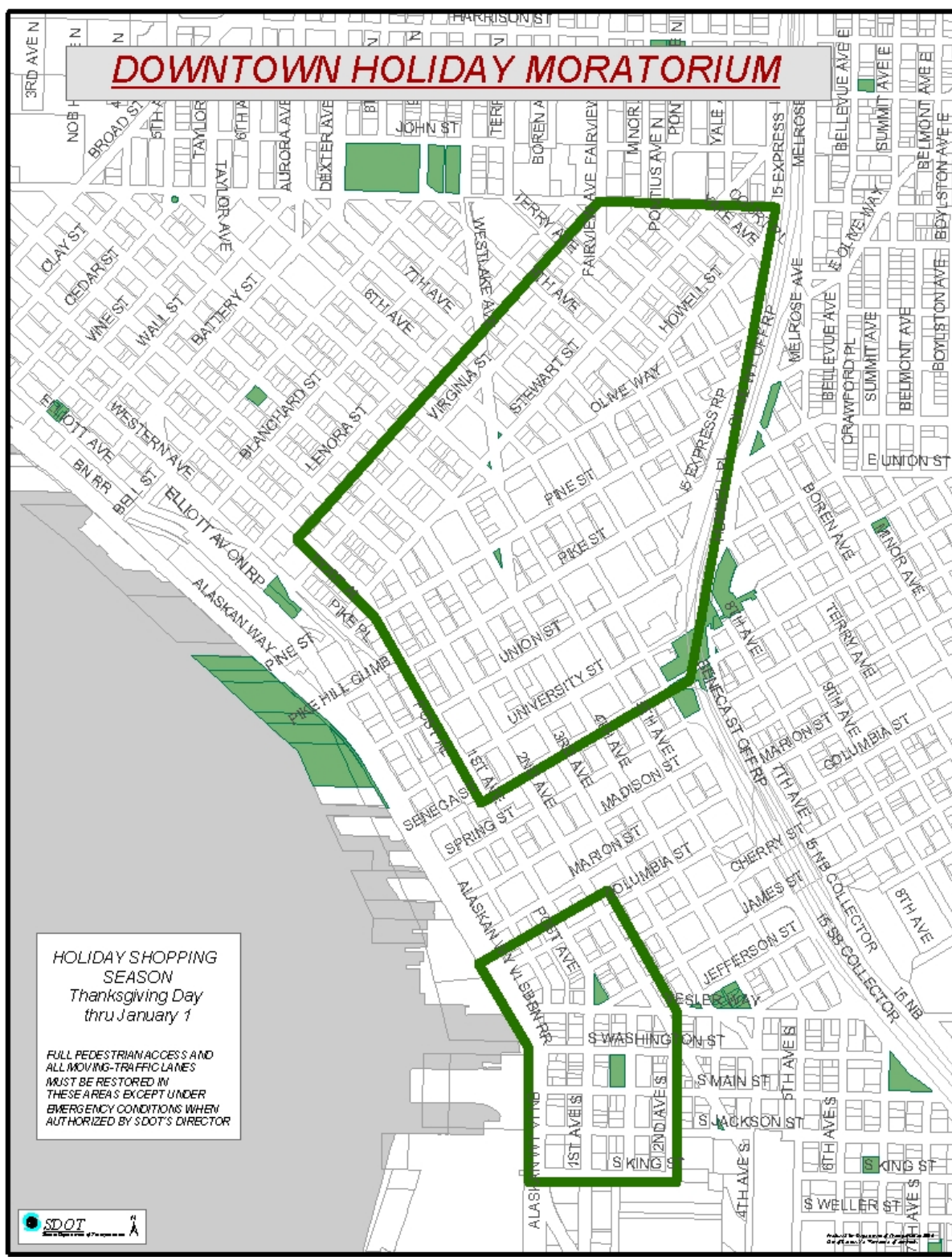
- From Thanksgiving Day until Christmas Day.
- During Seafair weekends – last weekend in July and first weekend in August.
- During “Fat Tuesday” (March). Please call (206) 667-0687 for exact dates.
- During “Game Days” at Qwest Stadium and Safeco Field.
- The Notification Process is crucial and sensitive in Pioneer Square. Please call the Pioneer Square Community Association (206) 667-0687 or talk to the Film Office for details on the procedures to follow.
- The production company will be asked for a donation to the Pioneer Square Business Community Association Marketing Fund when filming occurs in Pioneer Square.

**For a copy of the Pioneer Square Filming Guidelines, please call the Pioneer Square Community Association at (206) 667-0687.**

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## DOWNTOWN HOLIDAY MORATORIUM

From Thanksgiving until New Year's, filming in downtown Seattle is restricted according to the following map:





## OTHER RESTRICTIONS

- **FAA NO FLY ZONE RULES.** The No Fly Zone goes into effect one hour before, and lasts until one hour after, the scheduled time of event (see next sentence). All aircraft and parachute operations are prohibited at and below 3,000 feet within a **3-nautical mile radius** (a nautical mile is 1.3 standard mile) **of any stadium having a seating capacity of 30,000 or more people in which a major league baseball, national football league, NCAA Division One football or major motor speedway event is occurring.** If you have questions contact the FAA, (800) 992-7433
- **WEAPONS.** The use of weapons (real or simulated) in a public place, or in view of the public, will require the presence of Seattle Police on site.
- There are other times during the year that filming and parking restrictions may apply in various parts of the city. Restrictions may apply during Seafair; during various neighborhood business fairs or events; around certain construction projects; or during large conventions or sporting events. The Seattle Film Office will inform you of any potential restrictions during your planned filming period.
- If there is substantial disruption (particularly parking), the neighborhood and/or business district needs to be informed at least one week in advance.
- No personal pets on set.

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## EXEMPTIONS

(FEES, DEPOSITS)

The Mayor's Film Office will consider requests for waivers or reductions of fees and deposits for:

1. Students filming as a part of an educational project sponsored by an accredited educational institution.
2. A permit applicant that is a recognized nonprofit, tax-exempt organization as described in Section 501(c) 3 of the Internal Revenue Code, as now or hereafter amended, and who seeks a master filming permit for a print or media public service announcement.
3. Any department of the City of Seattle.

No exemption will be granted, however, for large productions for any agency or organization. Any question on the matter of fee exemptions or variance in deposit or insurance will be decided by the Film Office Director under advisement of the City's Risk Manager.

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## COMMUNITY CONTACTS FOR CONTRIBUTIONS

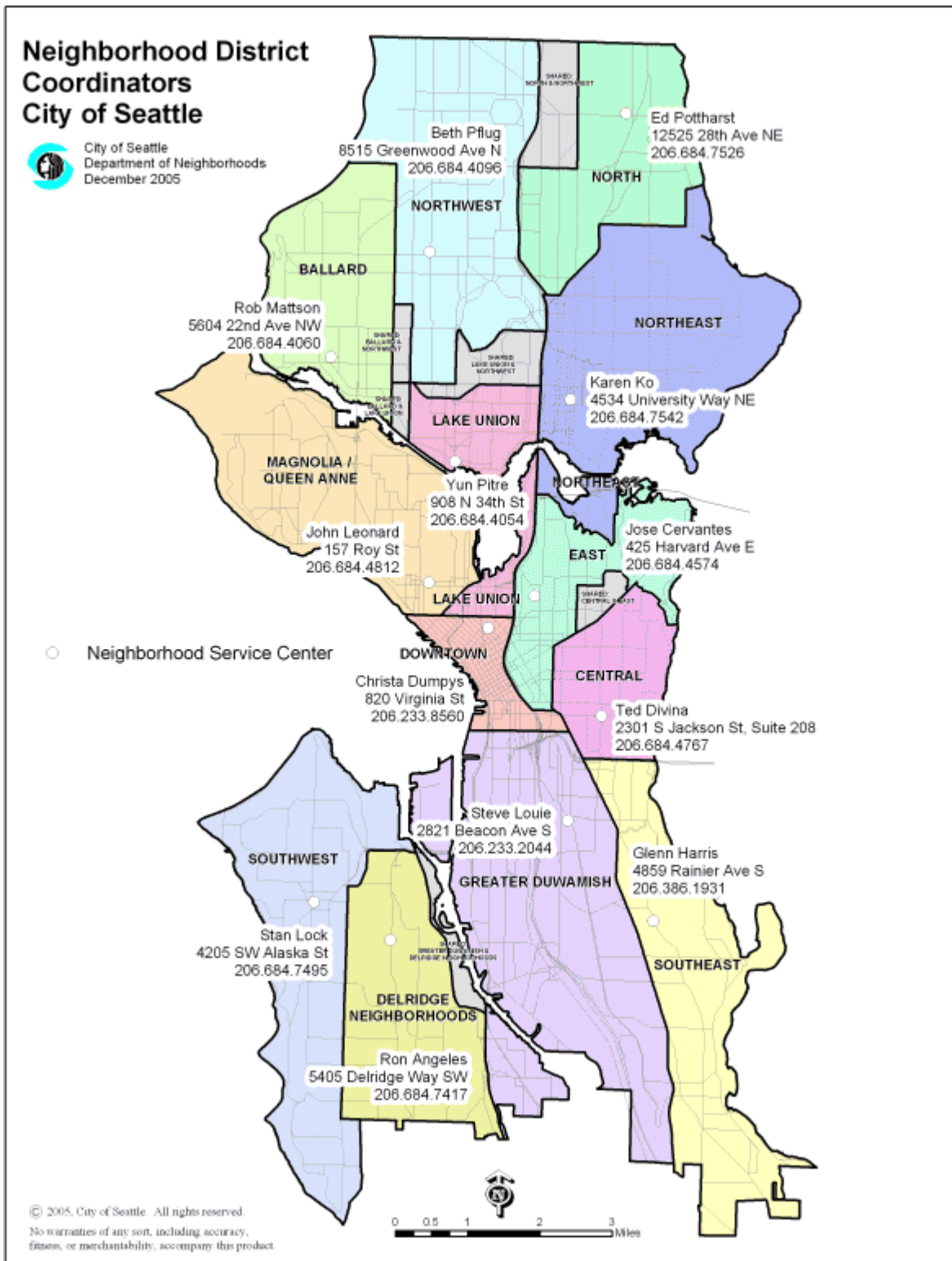
Seattle is known for its spirit of community and giving. We invite production companies who visit our city to join with us and contribute leftover food and expendables to local non-profit groups needing assistance.

If you have a particular group you would like to support with your contribution please call Seattle's Community Information Line at **(206) 461-3200** for referrals and phone numbers.

We also encourage talent who have causes they wish to support while they are here to call James Kebblas, Director of the Mayor's Office of Film + Music at **(206) 684-5030**. He will assist in identifying ways to support the particular issue with which they are involved.

# APPENDIX

## MAP OF NEIGHBORHOOD SERVICE CENTERS



**APPENDIX**  
**SAMPLE NOTIFICATION LETTER**

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**WE'RE GOING TO BE FILMING  
IN YOUR NEIGHBORHOOD**

WHO: ABC Productions  
WHAT: Television Commercial  
WHERE: 1428 - 2nd Avenue NW  
DATE(s): March 16, 2010  
TIME(s): 2:00 pm - 10:00 pm

**DESCRIPTION OF ACTIVITY:**

Woman and man will pull up in car in front of home. Band comes marching down the street.

**OUR ACTIVITIES WILL AFFECT THE NEIGHBORHOOD:**

We are asking residents to please not park on the street during the time of shooting. Barricades will indicate the hours of restricted parking. If this will pose a serious problem for you, please call our office as soon as you receive this notice. We understand this is an inconvenience for you and appreciate your cooperation. Police will hold traffic intermittently for 1 - 3 minutes for some shots.

We are working through Chris Swenson in the City Film Office, getting permits, off-duty police, and all the assistance needed to make our job go fast and smoothly. Mr. Swenson's number is (206) 733-9245.

If you have further questions, you can reach me at 555-5555.

Thank you for your patience.

Victoria Birdland  
Locations Manager

**APPENDIX**  
**SAMPLE BARRICADE VERIFICATION FORM**

**\*\*\*\*INVALID IF NOT FILLED OUT COMPLETELY AND ACCURATELY\*\*\*\***

(Please type or print, incomplete or illegible forms will not be accepted.)

**Notification of Temporary No Parking Zone**

**Fax Number 206-684-5101**

**(Please also fax a copy to Officer Carolee Collins, 206-615-1990)**

**Faxes received before signs are actually verified are invalid and will not be accepted.**

REASON FOR TEMPORARY NO PARKING ZONE: FILM PRODUCTION VEHICLE PARKING

STREET ADDRESS including block number (only one block per sheet):

NUMBER OF SIGNS \_\_\_\_\_ on N S E W SIDE OF STREET (circle one)

NUMBER OF SIGNS \_\_\_\_\_ on N S E W SIDE OF STREET (circle one)

START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ END DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ (must have end date)

START TIME: \_\_\_\_\_AM/PM END TIME: \_\_\_\_\_AM/PM or 24HRS

RESPONSIBLE COMPANY OR AGENCY PROVIDING SELF-VERIFICATION:

COMPLETE MAILING ADDRESS:

PHONE NUMBER:

RESPONSIBLE PARTY'S NAME AND PHONE NUMBER:

\_\_\_\_\_, CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE

(PRINT NAME)

STATE OF WASHINGTON THAT ON \_\_\_\_\_ AT \_\_\_\_\_AM/PM, I VERIFIED  
(DATE) (TIME)

THAT THE TEMPORARY NO PARKING SIGNS WERE PROPERLY INSTALLED ACCURATELY,  
NOTIFIED THE PUBLIC OF THE TEMPORARY NO PARKING ZONE, AND PROVIDED A MINIMUM OF  
24 HOURS NOTICE OF THE TEMPORARY NO PARKING ZONE.

(SIGNATURE)

(DATE AND PLACE)

**Signs must be verified 24-48 hours before any enforcement action can be taken. Verifications  
FAXED more than 72 hours prior to the start of the restriction date are invalid and will not be  
accepted.**

**SAVE FAXED FORM FOR PROOF OF VERIFICATION AND KEEP ON FILM SET**

FOR QUESTIONS PLEASE CALL SPD PARKING ENFORCEMENT: 206-386-9012

## APPENDIX

### **SAMPLE FOR EXTENDED-HOUR OR LONG TERM FILMING RESIDENTS SIGNOFF**

Dear Resident:

We are planning to film portions of a television commercial at the residence of John and Mary Charles at 222 Seward Park Avenue South. The proposed filming date is Friday, August 9, 2005, from approximately 5 am to 12 Midnight. **(Describe here exactly how the neighborhood will be affected.)**

We have applied for the necessary City permits and maintain all legally required liability insurance. If a permit is granted it will be available at the location. We agree to abide by all City filming rules and any specific guidelines applicable to your neighborhood. We will make every effort not to disturb you and will arrive and vacate your neighborhood at the agreed upon time. We appreciate your hospitality and cooperation while filming on your street and in your neighborhood.

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ABC Production Company  
Downtown Hotel  
123 Downtown Street, Suite 4141  
Seattle WA 98104  
(206) 555-0958

Mary Brown, Location Manager, cell 555-1111, home 555-1234

**FAX: (206) 555-1234**

<b>I DO NOT OBJECT</b> to the filming request.	<b>I OBJECT</b> to the filming request.
<b>Signature:</b>	<b>Signature:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone (optional)</b>	<b>Telephone (optional)</b>

<p>Filming activity in residential areas is normally permitted between the hours of 7 a.m. and 10 p.m. When filming is planned before or after these hours <u>or</u> to film at one location for more than a few days, the City Film Office requires the production company to survey the neighborhood. This survey will be used to assist the Film Office in evaluating the potential disturbance to your neighborhood. If you have any concerns about this production or the permitting process, please call Chris Swenson, Film Program Coordinator at the City of Seattle Film Office at (206) 733-9245.</p>
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## APPENDIX

### CITY OF SEATTLE -- CODE OF CONDUCT

**To production companies:** You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward building good relationship with the local communities in which we work, we will see less production, resulting in fewer jobs for us all. Please adhere to the following guidelines.

**To the citizens:** If you find this production company is not adhering to the Code of Conduct please contact the Seattle Film Office at 206-684-5030.

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The filming notice should include:
  - name of company
  - name of the production
  - kind of production (e.g., feature film, movie of the week, TV pilot, etc.)
  - type of activity and duration (i.e., times, dates, number of days, including prop and strike)
  - company contact (first assistant director, unit production manager, location manager)
  - name and number of City Film Office Program Coordinator

The Code of Conduct should be attached to the filming notification which is distributed to the neighborhood.
2. Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
3. When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
4. The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
5. No production vehicles should park in or block driveways without the express permission of the driveway owner.
6. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.

7. Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups you may use in the course of a working day.
9. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.
10. Every member of the cast and crew will keep noise levels as low as possible.
11. Articles of clothing that do not display common sense and good taste should not be worn by crew members. Shoes and shirts must be worn at all times, unless otherwise directed.
12. Crew members shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (i.e., pin-up posters).
13. Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
14. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
15. Make sure all catering, crafts service, construction, strike and personal trash is removed from the location.
16. Observe designated smoking areas and always extinguish cigarettes in butt cans.
17. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
18. The company will comply at all times with the provisions of the filming permit.

The Seattle Film Office appreciates your cooperation and assistance in upholding the Code of Conduct.

## **APPENDIX**

### **MISCELLANEOUS CONTACTS**

#### **AMGEN “HELIX” BRIDGE**

*Permitted through the Seattle Office of Film + Music*

#### **AMTRAK (KING STREET STATION)**

Rich Guy – Amtrak West Coast (510) 238-2615  
Rich Mason – Station Manager, King Street Station (206) 382.4722

#### **BALLARD LOCKS/HIRAM M. CHITTENDEN LOCKS**

Dru Butterfield, dru.e.butterfield@usace.army.mil (206) 789-2622, ext 210

#### **BELL STREET PIER/PIER 66**

Pieter Koomen, Director of Sales, Bell Harbor (206) 269-4121

#### **BENAROYA HALL**

(206) 215-4800

#### **COURTROOMS**

City, Seattle Justice Center, Jackie Campbell (206) 684-0402  
King County (206) 296-7861  
Federal Courthouse (206) 553-1404  
State Court of Appeals, Clerk Richard Johnson (206) 464-7750

#### **DOWNTOWN SEATTLE ASSOCIATION**

Kate Joncas, President (206) 623-0340  
FAX (206) 625-9940

#### **EXPERIENCE MUSIC PROJECT**

Kate Nedved (206) 262-3482

#### **FEDERAL AVIATION ADMINISTRATION**

#### **FEDERAL BUILDING (SEATTLE)**

Emily Langlie, Public Affairs Officer (206) 553-4110

#### **HARBOR PATROL (filming on waterways)**

Seattle Police Dept. (206) 684-4071  
Fax (206) 684-4878

#### **HARBOR STEPS**

Harbor Properties (206) 623-0916

#### **HIGHWAY 99 VIADUCT, I-5 FREEWAY, FLOATING BRIDGES**

State and City jurisdictions  
State Dept. of Transportation  
Bonnie Nau (206) 440-4471

#### **INTERNATIONAL DISTRICT / CHINATOWN BUSINESS IMPROVEMENT AREA**

Mary-Beth Ellis, Executive Director of BIA (206) 382-1197  
Fax (206) 903-0532

## **APPENDIX**

### **MISCELLANEOUS CONTACTS**

#### **KEY ARENA**

Edie Burke (206) 684-7208

#### **KING COUNTY PUBLIC ROADS**

Department of Real Property Special Use Permit (206) 296-7456

#### **KING COUNTY SHERIFF'S OFFICE**

Dee Glenn (206) 296-4155

#### **KING COUNTY PUBLIC WORKS**

##### **TRAFFIC & PLANNING**

John Logan or Dale Johnson (206) 296-6596

#### **KING COUNTY PROPERTY**

##### **PARKS:**

Linda Dougherty, Division Director (206) 296-6590

##### **BUILDINGS:**

Robin Bishop, Property Manager (206) 296-0630

#### **MADISON PARK COMMUNITY LIAISON**

Ken Myrabou (206) 794-6841

#### **METRO TRANSPORTATION (SEATTLE & KING COUNTY)**

Bus traffic: Glenn Bartolome or Dan Gauthier (206) 684-1718

Fax (206) 684-1061

Bus tunnel use: Fay Smith (206) 263-5280

Fax (206) 684-1900

#### **MONORAIL (SEE SEATTLE MONORAIL)**

#### **NOISE VARIANCE (CONTACT FILM OFFICE)**

David George, City of Seattle – DPD (206) 684-7843

Jeff Stalter (206) 615-1760

#### **OLYMPIC SCULPTURE PARK**

(owned & operated by Seattle Art Museum)

John Ferguson – Facilities Marketing Manager (206) 654.3140

#### **PACIFIC SCIENCE CENTER**

Wendy Jones (206) 443-2879

#### **PIKE PLACE MARKET**

Sue Gilbert Mooers (206) 774-5259, [sue@pikeplacemarket.org](mailto:sue@pikeplacemarket.org)

#### **PIONEER SQUARE COMMUNITY ORGANIZATION**

Ryan Romaneski (206) 667-0687

Fax (206) 667-9739

#### **PORT OF SEATTLE PROPERTY**

##### **SEA-TAC AIRPORT & OTHER PORT PROPERTY:**

Chris Nardine (206) 248-4821, [nardine.c@portseattle.org](mailto:nardine.c@portseattle.org)



## APPENDIX

### MISCELLANEOUS CONTACTS

FISHERMEN'S TERMINAL:	(206) 728-3745
ROSS PERRY	(206) 728-3396
KENNETH LYLES	(206) 728-3397
<b>PUGET SOUND CLEAN AIR AGENCY</b>	
www.pscleanair.org	(206) 343-8800
	(800) 552-3565
 <b>SAFECO FIELD</b>	
Jill Hashimoto	(206) 346-4228
	(206) 407-8533 Cell
 <b>SAND POINT / MAGNUSON PARK</b>	
(See <i>Seattle Parks &amp; Recreation</i> )	
 <b>QWEST - SEAHAWKS STADIUM</b>	(206) 381-7555
Suzanne Lavender	(206) 381-7852
Sara Elswick	(206) 381-7558
 <b>RATTLESNAKE LAKE</b>	
Ralph Naess	206.2331566
 <b>SEA-TAC AIRPORT</b> (See <i>Port of Seattle</i> )	
 <b>SEATTLE ART MUSEUM &amp; SEATTLE ASIAN ART MUSEUM</b>	
John Ferguson	(206) 654-3140
 <b>SEATTLE AQUARIUM</b>	
Tim Kuniholm	(206) 386-4345
 <b>SEATTLE CITY LIGHT</b>	
Suzanne Hartman – Communications & Public Affairs	(206) 615-0050
 <b>SEATTLE CENTER</b>	
Alex Bennett – Campus Servicing and Operations Mgr.	(206) 615-1827
 <b>SEATTLE CITY PROPERTY</b>	
Joe Garcia	(206) 233-2784
Caroline Henser	(206) 615-0987
Nancy Bloss - Police Facilities, Haller Lake	(206) 684-0690
Jackie Campbell - Seattle City Hall,	(206) 684-0402
Seattle Justice Center, Animal Control	
Althea Cudaback, Seattle City Hall scheduling	(206) 684-7955
 Mary Laski–Park 90-5, Sr. Centers, Neighborhood Centers	(206) 733-9406
Debra Lewis – Fire Facilities, Charles St. Shops	(206) 684-0242
Laura Shimchick, - Historic buildings	(206) 768-6328
 <b>Seattle's Convention and Visitors Bureau</b>	
Dave Blandford - Director of Public Relations	Work 206.461.5806
	Fax (206) 461.5857

## **APPENDIX**

### **MISCELLANEOUS CONTACTS**

#### **SEATTLE DEPARTMENT OF PLANNING & DEVELOPMENT**

*Permanent set construction or permanent structural alterations to existing structures*

Stuart Lorimer, Permits & Plans (206) 684-8601  
Ray Hicks, Land Use Information (206) 684-8850

#### **SEATTLE DEPARTMENT OF TRANSPORTATION**

Mike Shea (206) 684-5098  
Michael.shea@seattle.gov

#### **SEATTLE FIRE DEPARTMENT**

Use of gasoline/fuels/fireworks /explosives  
Dana Vander Houwen, Public Information Officer (206) 386-1463

#### **SEATTLE MONORAIL**

Thom Ditty, General Manager (206) 905-2600  
(206) 905-2601

#### **SEATTLE PARKS DEPARTMENT PARK USAGE PERMITS**

Jeff Hodges (206) 684-4080  
Fax (206) 684-4853

#### **SEATTLE POLICE DEPARTMENT**

Special Deployment Unit (206) 684-5090  
Officer Carolee Collins (206) 684-8061  
Fax (206) 615-1990

#### **SEATTLE PUBLIC LIBRARY**

Andra Addison, Public Relations (206) 386-4103

#### **SEATTLE PUBLIC UTILITIES**

Audrey Hanson - Property Manager 206.684.5877  
Water Hydrant Permits **(CONTACT FILM OFFICE)**

#### **SEATTLE SCHOOL DISTRICT/FACILITIES**

Eleanor Lockett, Bldg. Rentals (206) 252-0640

#### **SOUND TRANSIT**

Carol Masnik (206) 398.5048

#### **SPACE NEEDLE**

Dave Mandipat (206) 905-2164  
Mary Bacarella (206) 905-2162

#### **UNDERGROUND SEATTLE**

Steve Crosier (206) 682-4646 ext 114

#### **UNION STATION (old train station)**

NW Events (206) 524-4918

## **APPENDIX**

### **MISCELLANEOUS CONTACTS**

#### **UNIONS**

I.A.T.S.E. Local 488	(206) 448-0668
TEAMSTERS LOCAL 174	(206) 441-6060
AFTRA	(206) 282-2506
SCREEN ACTORS GUILD	(206) 224-5696

#### **UNIVERSITY OF WASHINGTON**

Harry Hayward, Dir. Of Electronic Communications, Media Relations & Communications	(206) 685-2647, hhayward@u.washington.edu
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#### **US NATIONAL FORESTS AND PARKS**

Call Washington State Film Office for information.	(206) 256-6151
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#### **WAREHOUSE**

Rainier Cold Storage – Greg Moore, President	(206) 682-5646
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#### **WARREN G. MAGNUSON PARK**

Isabel Hamilton	(206) 684-4218
	Fax (206) 684-4997

#### **WASHINGTON STATE CONVENTION & TRADE CNTR.**

Brian Baum, Community Relations	(206) 694-5151
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#### **WASHINGTON STATE FERRIES**

Jim Fletcher, Permits	(206) 264-3554
	(206) 571-5188, cell

#### **WASHINGTON STATE FILM OFFICE**

Mary Trimarco, Director	(206) 256-6151
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#### **WASHINGTON STATE PARKS**

See Washington State Film Office <a href="http://www.filmwashington.com">www.filmwashington.com</a>	(206) 256-6151
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#### **WASHINGTON STATE PATROL**

(See <i>Washington State Film Office</i> )	(206) 256-6151
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#### **WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**

Bonnie Nau	(206) 440-4471, naub@wsdot.wa.gov
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#### **WATERFRONT PROPERTY** (See *Port of Seattle*)

#### **WATERWAYS** (Lake Washington, Lake Union) (See *Harbor Patrol*)

#### **WESTLAKE CENTER**

Brenda Klein	(206) 467-1600
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#### **WOODLAND PARK ZOO**

Gigi Allianic, PR Manager	(206) 548-2550
Rebecca Whitham	